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16 January 1970

STANDARD OPERATING PROCEDURE

H-20-3 This Supercedes H-20-3 dated 24 June 1968

WEEKEND AND HOLIDAY
STAFF DUTY OFFICER

- I. PURPOSE: This SOP establishes procedures for maintaining an adequate and proper Detachment reaction capability on non-working days.
- II. SCOPE: The provisions of this SOP will govern the functions and establish the responsibilities of the Staff Duty Officer (SDO) assigned.
- III. RESPONSIBILITY: Staff Duty Officers assigned will be responsible for adherence to the provisions of this SOP.

IV. DEFINITIONS:

Staff Duty Officer: The term Staff Duty Officer as used herein refers to the individual who has the specific responsibility for acting as the focal and/or action point for decisions and subsequent actions on non-working days.

V. PROCEDURES:

A. Staff Duty Officer Assignment:

1. The Executive Officer/Director of Support shall publish, as far in advance as practical, a schedule of Staff Duty Officer assignments. Individuals subject to this duty may arrange among themselves to exchange periods of duty provided the Executive Officer/Director of Support is informed in advance of the change no later than 1200 of the last work day. The Executive Officer/Director of Support must notify the Security Office and Signal Center of any changes.

2. Periods of Duty: On weekends the periods of duty shall be as follows:

1600 Friday to 1600 Saturday

1600 Saturday to 0730 Monday

- (a) For a one day holiday falling on a Tuesday, Wednesday, or Thursday, the tour of duty shall be from 1600 the day preceding the holiday until 0730 the morning following the holiday.
- (b) For a two day holiday falling during the period Tuesday, Wednesday, or Thursday, the two tours will correspond to the normal weekend tours.
- (c) For holidays coupled with a weekend, each tour will be twenty-four hours (1600 to 1600) except the tour of the last duty officer which will last from 1600 of the day preceding the last non-workday until 0730 of the first workday immediately following the non-workday.